

## **HOLT NEIGHBOURHOOD PLAN – SCOPING STUDY - FOCUS GROUPS BRIEFING NOTES**

### **Draft 1 – the story so far**

This is the first draft of the Plan that we are releasing to a fairly small number of people who have already expressed an interest in being involved. We really want your feedback, which we will incorporate into the second draft of the Plan which will then go out to the whole village.

We have reflected some of the issues directly related to the development of the Tannery site in this draft, but obviously this picture is still emerging – and we will need to keep our response flexible. The Neighbourhood Plan is also, of course, about much more than this development and many of core issues are still important regardless of what happens on this site. There are some inconsistencies between the ways the various Sections have been constructed, but this may not necessarily matter.

There is also more detail - some statistical background, maps, links to the Wiltshire Core Strategy etc - to come but we hope it provides a clear view of the thinking and direction so far.

### **Purpose of the focus groups**

We are happy to have feedback from individuals or for people to get together in small local groups and discuss it – creating neighbourhood focus groups. These may meet once, or more often if you think that would be useful. We hope these less formal meetings will enable more people to contribute and be heard.

We want the feedback to reflect all the opinions expressed at the group. These are not about persuading people or reaching a consensus. If there are differences of opinion, these should be recorded and reflected back. The person recording the feedback should take care to be as fair and impartial as possible.

### **Process**

[TBC - see over for options. Agreed option to be included here.]

### **Form of feedback**

Because we need to be able to analyse the feedback from all the groups and reflect it fairly in the next draft, it is important that it follows a consistent form. To this end we have provided feedback sheets to record your views. It would be really helpful if you could use these. Obviously, if you want to add more comments or ideas, please feel free. This can be identifiable or anonymous.

We also need to keep track of how the whole consultation process has been conducted to ensure we have a representative cross-section of views. We would like you to provide us with brief details of when and where the meeting took place and how many people attended. We do not need individual names or addresses.

We hope the feedback forms are simple to use and helpful in focussing discussion. Any comments on the usefulness (or otherwise) of these would also be welcome before we go out to a wider audience.

### **Timeline**

We need this initial stage of consultation to be completed by Sunday 16<sup>th</sup> September. We appreciate that this is over the main holiday period, but hope that during these eight weeks, people will still be able to get together.

The Steering Group will then collate and analyse all the feedback and incorporate this into the second draft of the Neighbourhood Plan. We hope to have this ready by the end of October. This will then go out to a wider consultation with the whole village. Consultation at this stage may include:

- Public meeting(s)
- More focus groups
- On-line feedback

### **Responses**

Please send all responses (or questions) to:

Heather Morris, The Old Stable House, The Midlands, Holt BA14 6RG

Email: [heathermorris@compuserve.com](mailto:heathermorris@compuserve.com)

Deadline is 16/9/12 but anything you can send earlier would be very welcome.

**Holt Neighbourhood Plan Steering Group**

**July 2012**

## **FOCUS GROUPS PROCESS OPTIONS**

There are various ways we could organise the focus groups – see below for three options.

Do we want to decide this before the meeting on 23<sup>rd</sup>, or could this be a question for that meeting?

We could combine Option 3 with either 1 or 2.

### **Option 1 - Independent focus groups**

The Steering Group provides copies of the draft Plan plus sets of feedback sheets to everyone attending the initial briefing meeting. Focus groups are then free to set up their own meeting dates and venues and send feedback to the Steering Group when these have been completed. A Steering Group member will attend, if invited, to provide any clarification or simply to listen.

### **Option 2 - Steering Group involvement in all focus groups**

The Steering Group provides copies of the draft Plan to everyone attending the initial briefing meeting. Each member of the Steering Group has been allocated a neighbourhood and they will facilitate the focus group meeting(s) for that neighbourhood and record the feedback. Their role is to provide clarification, if required, and impartial recording.

### **Option 3 - Shared focus group event(s) with Steering Group involvement**

Hold all the focus group meetings as a shared event in the Village Hall – maybe one on a Saturday afternoon and one in the evening. People attending can be allocated to groups to create even numbers, and don't have to be grouped by neighbourhood. A member of the Steering Group is allocated to each group to facilitate and record feedback.